

Faculty Handbook

Volume 1994 1994-1995

Article 38

8-1-1994

4.1 Administrative Policies

Saint Mary's College of California

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Recommended Citation

Saint Mary's College of California (1994) "4.1 Administrative Policies," *Faculty Handbook*: Vol. 1994 , Article 38.
Available at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook/vol1994/iss1/38>

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4.0. ADMINISTRATIVE POLICIES, SERVICES AND FACILITIES
OF INTEREST TO THE FACULTY

4.1. Administrative Policies

4.1.1. Room Reservations

Reservation of campus facilities (with the exception of classrooms and athletic facilities) is done through the Director of Facilities (Soda Center). These reservations are made through the processing of forms available for that purpose. Reservations should be made as early as possible to avoid conflicts and to allow proper publicity for events and activities. Any classroom usage must be reserved through the Registrar's office; changes in rooms for any regular class meetings are also handled by that office. Changes in time or staff for regular class meetings must be made through the Dean for Academic Services. Use of the Hagerty Lounge or any room in the Soda Center for regular classes is not permitted.

4.1.2. Pets

No pets are allowed on campus.